

A background image showing a close-up of hands pointing at a map or document. The image is slightly blurred, with a focus on the hands and the map. A semi-transparent globe graphic is visible on the right side of the image.

SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact is represented in 39 countries with over 1000 employees. The foundation is headquartered in Zurich, Switzerland.

Swiss Import Promotion Programme SIPPO is a well-established mandate of the Swiss State Secretariat for Economic Affairs (SECO) with the overall objective to integrate developing and transition countries into world trade. The programme aims to support Business Support Organizations (BSOs) in 12 countries in exploring and accessing new markets and opportunities for their export-ready companies. Since April 2017, SIPPO is being implemented under the direction of Swisscontact.

To lead the SIPPO team in Morocco, we are looking for a Country Representative to facilitate the strategic planning, coordination and implementation of export promotion activities agreed with the Business Support Organisations (BSOs) and other market actors in the three sectors of activity in Morocco: value-added textile; processed food and natural ingredients. She/he is expected to have excellent interpersonal and problem-solving skills and will interact with a variety of stakeholders, such as donor representatives, BSOs, governmental agencies and other projects/mandates. This position reports to the SIPPO Head of Programme in Berne, Switzerland. We are looking for:

SIPPO Country Representative Manager Morocco

Place of work: Rabat, Morocco

Programme Phases: Phase 2 (2021 – 2025) and option for Phase 3 (2026-2029)

As Country Representative you will...

- Lead and represent SIPPO in Morocco in alignment with the global mission of the programme and under the roof of Swisscontact Morocco.
- Be responsible for planning and implementing programme the activities in Morocco in Phase 2 and 3 in a timely and coordinated manner, in accordance with the defined country strategy.
- Create annual plans and create and roll out effective annual workplans per Business support Organizations (BSO) based on the Country Strategy and in line with SIPPO's global approach.
- Organise field missions/interventions and other programme-related meetings, seminars, and workshops, further elaborating specific content for all events related to SIPPO.
- In coordination with the Export Promotion Manager, be in charge of overall programme communication on the country level, as well as preparing presentations, meeting minutes, informal translations and interpretations, providing logistical support, communicating and coordinating with programme participants and experts.
- Responsible to track the implementation of the workplans and corresponding country programme budget.

- Prepare and provide country annual progress reports (including text and KPIs) and half-yearly status reports.
- Take on a role of the SIPPO ambassador and increase awareness of the programme in Morocco.
- Manage and supervise the SIPPO Export Promotion Manager in all administrative aspects.
- Coordinate with other projects of Swisscontact Morocco and SECO in Morocco.

As a Facilitator you will...

- Develop and maintain good communication and cooperation with all relevant stakeholders (BSOs, donor representatives, governmental agencies, other projects/mandates).
- Facilitate the strategic planning and export promotion activities of the partner BSOs based on annual workplans and coordinate with external consultants.
- Enable institutional strengthening of the partner BSOs and other market actors through internal capacity development for improvement and/or expansion of their export promotion services.
- Contribute to setting the objectives for the programme's mission and strategically combine long term goals with the process of planning and rolling out relevant activities around them.
- Establish and maintain an excellent network of contacts and in-depth relationship with the BSOs; working closely to identify their needs and gaps to improve and/or expand their export promotion services.

If you are ...

- A strategic thinker, able to empathize and understand different needs of BSOs and companies.
- Goal-oriented and open to continuous learning.
- Willing to be proactive in tackling challenges.
- Quick to adjust and adapt to new circumstances, remaining agile in your approach to work.
- Ready to share your experience and knowledge, while also being opened to learn from your peers.
- An Excellent organizational manager.
- Having proven stakeholder-management and negotiation skills.
- Having technical knowledge of the assigned sectors (Natural Ingredients, Processed Food, Value Added Textile)

... you are the right fit for our team!

Requirements:

- University degree is mandatory (International Economy, Business Studies, Marketing, Management or equivalent)
- Minimum 10 years of experience in Project Management and/or International Development projects (Experience in a trade promotion related environment is an advantage)
- Very good writing skills in French and Arabic
- Proficiency in English is a must (written, spoken)

Swisscontact offers attractive working conditions in an international and intercultural context. We see our work as a joint effort in an agile organizational culture, based on mutual respect, trust and teamwork.

We look forward to receiving your online application with the following documents: curriculum vitae and letter of motivation. Please apply exclusively online at the following link: <https://forms.gle/z37bNfp3PjpaMrD8A> before 25 October. Only short-listed candidates will be contacted. The candidates who pass the screening interview will need to show their certificates and diplomas before the second-round of interview as a process of verification.

For further information please visit www.sippo.ch, www.sippo.ma, www.swisscontact.org